

INTERNAL USE ONLY

15 September 1970

MEMORANDUM FOR THE RECORD

SUBJECT: WH Division Request for Presidential 100th Birthday  
Greeting- [REDACTED]

STAT

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1. I talked to Evelyn, [REDACTED] secretary, who told me that [REDACTED] was away from the office but had asked her to pass on to me that the White House policy on 100th birthday greetings is as follows:

a. Where the individual is not a close friend of the President or Mrs. Nixon, a birthday card with greetings by the President and Mrs. Nixon is sent;

b. If the person is a close friend, a personal letter together with a picture of the President and Mrs. Nixon is forwarded.

2. A Miss Keane is the person at the White House who handles this matter.

STAT  
3. [REDACTED] requested that I verify the spelling of the name and the birthdate. He will be pleased to forward an appropriate memorandum to Miss Keane.

STAT

[REDACTED]  
Assistant Legislative Counsel

STAT  
Attachment: [REDACTED]

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